Indiana Fetal Death Registry System (IFDRS)

Using IFDRS

End User Guide
Local Health Department

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What is Indiana Fetal Death Registry System?

Effective 1/1/2011, IC 16-37-3-3 requires the mandatory usage of the Indiana Fetal Death Registration System (IFDRS) for the recording of all fetal deaths in Indiana.

IC16-37-3-3
Certificate of death or stillbirth; filing
Sec. 3. (a) The person in charge of interment shall file a certificate of death or of stillbirth with the local health officer of the jurisdiction in which the death or stillbirth occurred.
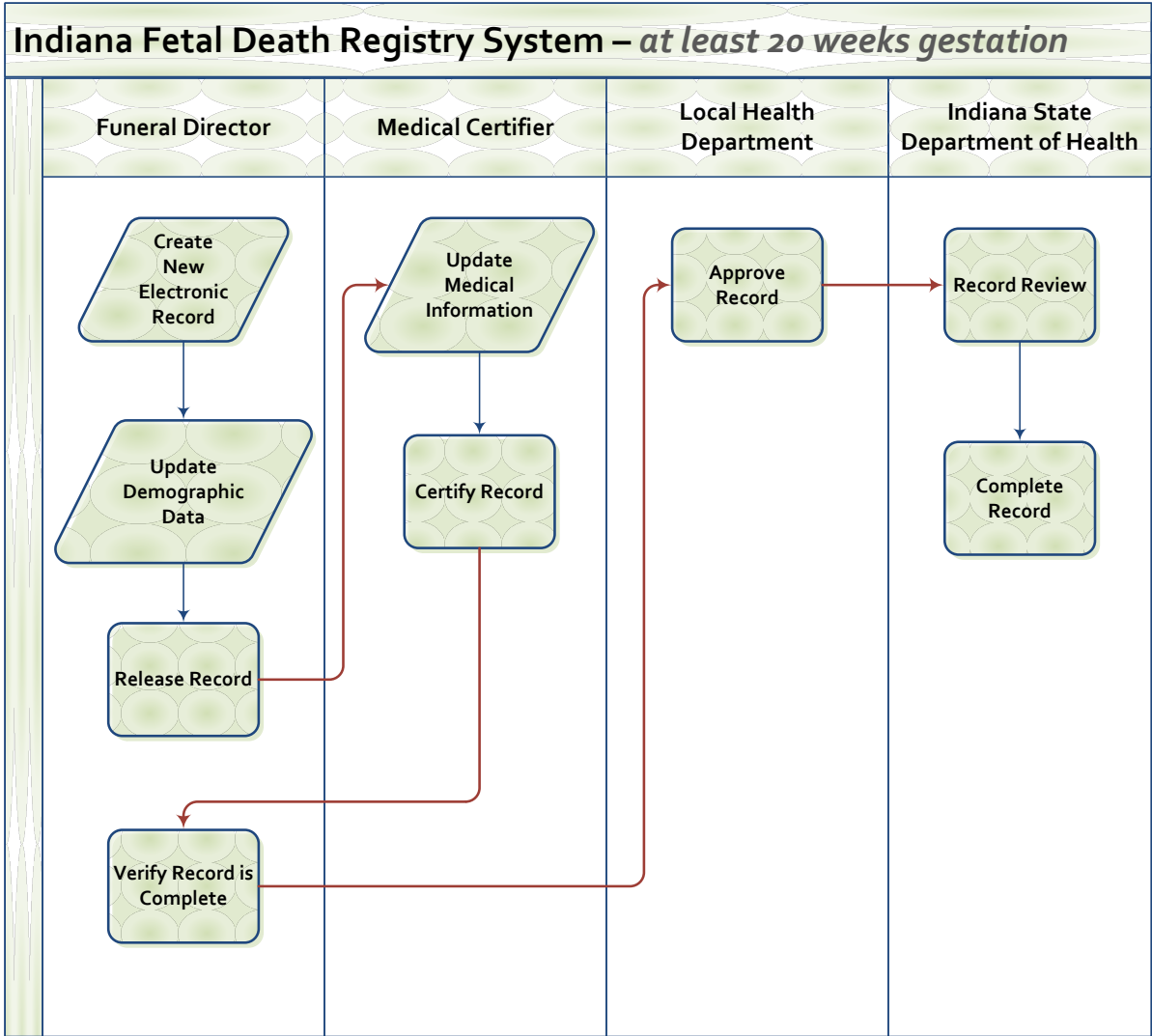(b) Notwithstanding subsection (a), beginning January 1, 2011, the person in charge of interment shall use the Indiana death registration system established under IC 16-37-1-3.1 to file a certificate of death with the local health officer of the jurisdiction in which the death occurred. The local health officer shall retain a copy of the certificate of death.
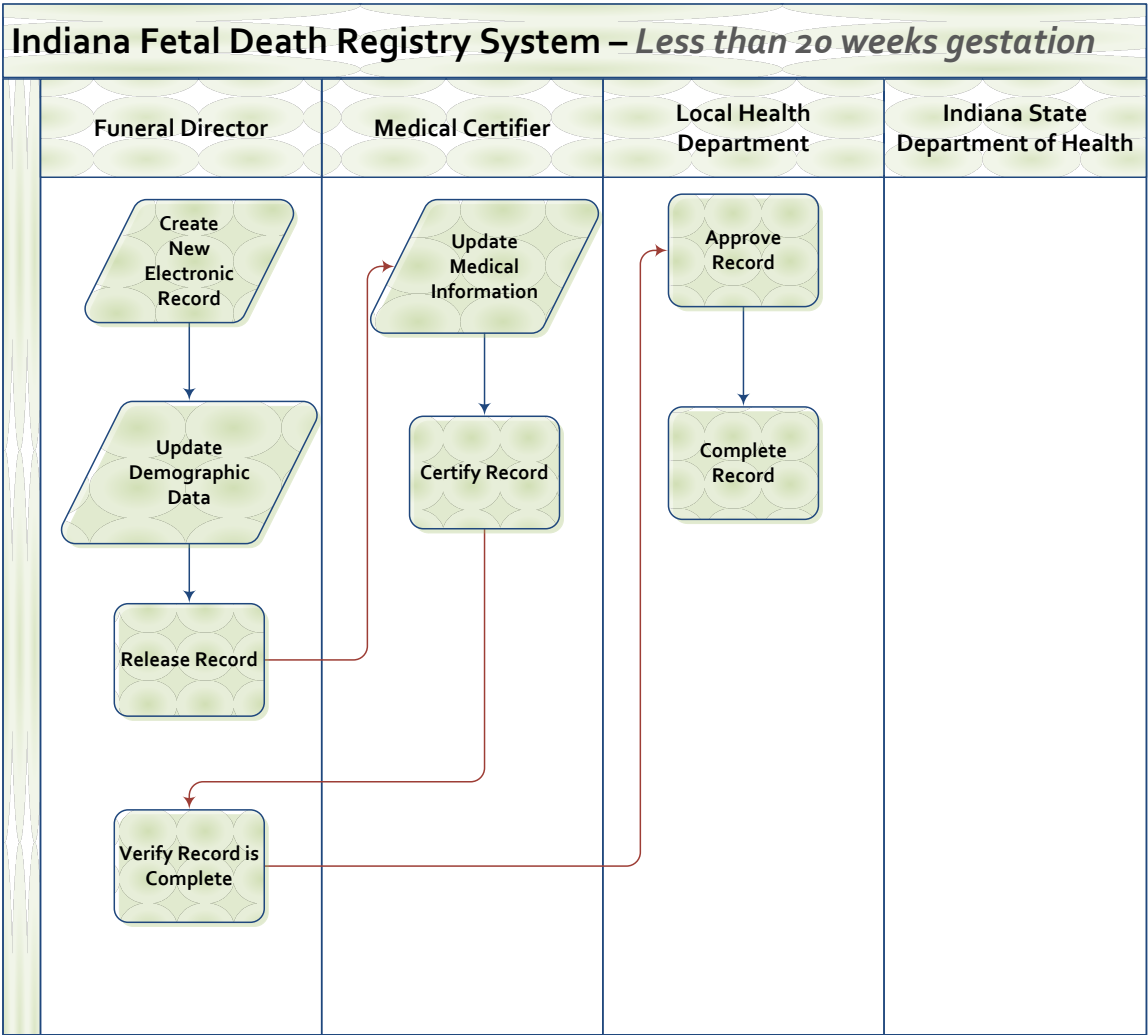*As added by P.L.2-1993, SEC.20. Amended by P.L.61-2009, SEC.8.*

Key Terms

Key Terms	Definitions
EFDR	Electronic Fetal Death Registration Number
BTP#	Burial Transit Permit Number
SFD	State File Date
SFN	State File Number
LFD	Local File Date
LFN	Local File Number
View	Select View from a results window to open a specific record
Extracts	Extract process will extract a pre-determined data set when selected
PIN#	Your unique PIN# is assigned at the time of completion of the User Agreement. This PIN# is your electronic signature when certifying records.
Medical Certification	Certification done by a physician or coroner that certifies that the medical portion of the death record is accurate and complete.
Reports	Not available at this time ~ Future Development
Record Actions	Tab located on the right side of a record that allows access to perform certain functions for a record.
Event History	Tab located on the right side of a record that allows you to view all actions taken on a specific record.
Relinquished	If the Funeral Home that originally entered a record is contacted by the family and notified that they desire the services of a different funeral home, the Funeral Home of Record will 'Relinquish' the record by removing their designation on the record as the Funeral Home of Record.
Queues	Depending on your role, work queues are available that present records in various categories.
Notifications	Notifications are alerts that actions have been taken on a record
Verifications	Verification is required to complete a Record and is completed by the Funeral Director.
Workflow	Workflow is the presentation of records that is assigned to you to that some action is required.

IFDRS Process Flows Overview

Indiana Fetal Death Registry System – *at least 20 weeks gestation*

Funeral Director	Medical Certifier	Local Health Department	Indiana State Department of Health
Create New Electronic Record	Update Medical Information	Approve Record	Record Review
Update Demographic Data	Certify Record		Complete Record
Release Record			
Verify Record is Complete			

Indiana Fetal Death Registry System – *Less than 20 weeks gestation*

Funeral Director	Medical Certifier	Local Health Department	Indiana State Department of Health
Create New Electronic Record	Update Medical Information	Approve Record	
Update Demographic Data	Certify Record	Complete Record	
Release Record			
Verify Record is Complete			

System Access

System Requirements:

Prior to making any attempts to access the Indiana Fetal Death Registry System, please verify that your computer meets the following requirements.

1. Live Internet Connection

2. Widely used standard web browser (preferably Internet Explorer 6.0 or higher)

3. Acrobat Reader

4. Also, it is recommended, (but not required) that your PC should have a minimum of 2GB of memory.

Login and Password:

A login and password is required to access the Indiana Fetal Death Registry System. This must be obtained in advance by contacting ISDH.

- All users who have access to IDRS as of 12/22/2010 will be migrated to IFDRS and will receive an email with credentials and the Web site address. You will receive your Password & PIN in another email.

- January 1, 2011, **new users** will need to complete a User Agreement and return to the State of Indiana Department of Health Vital Records. Credentials will be verified and a Login, password, and PIN will be generated and communicated in separate emails. User Agreements can be found on-line at https://myweb.in.gov/ISDH/IDRSThin/

System Security:

IFDRS has several built in security features such as but not limited to:

1. Secure Login process

2. Automatic log off if inactive for 10 minutes

3. Credentialing process before assigning User Names, Temporary Passwords, and PIN#s

4. New passwords are required at the time of initial login

5. Passwords requirements:
   a. Eight char minimum, and
   b. Upper and lower case letters, and
   c. Numeric characters
6. Passwords will expire in 365 days

Local Health Departments Role in the IFDRS:

       Local Health Departments will have permissions to perform certain functions in the Indiana Fetal Death Registry System. Permissions are controlled by your login. If you feel that you do not have permissions to perform a needed function, please contact the System Administrator. Based on your permissions you will be able to perform some or all of the following functions:

1. Search for existing records
2. Process items that are in your work queues
3. Accept or Reject Fetal Death Records
4. Add Paper Records prior to 1/1/2011
5. Demographic Corrections
6. Medical Amendment Processing
7. Perform Local Health Department Extracts
8. Generate Reports

There are 2 types of records, **less than** 20 weeks gestation and **20 weeks or more** gestation. Only records that are 20 weeks or more gestation will be forwarded to the ISDH.

IFDRS Login Process:

Access the Indiana State Department of Health Gateway

The ISDH **Gateway** Page is the first page you see after you access the web page. This is where you will login under the Secure Account Sign In.

1. Enter your User Name and Password and select Sign in.

   → If logging in for the first time, the system will direct you to create a new password after you have logged in with the temporary password.

2. After you have successfully logged in, you will be redirected to IFDRS Profile Screen.

3. If your login attempt fails you will receive the below message. Enter your User Name and Password again.

Secure Account Sign In

User Name

Password

Sign in
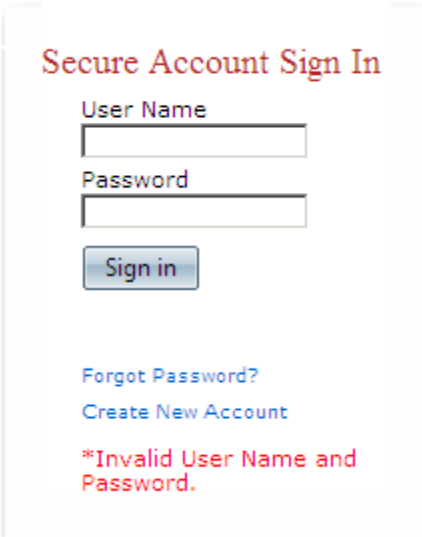
Forgot Password?
Create New Account

*Invalid User Name and Password.

4. If you are unable to login, you can follow the Forgot Password prompt or contact the Electronic Register Helpdesk @ 317-233-7989.

IFDRS Profile Screen

The Profile Screen has several functions:

1. Allows you to view the profile information for your login and allows you to make changes in the My Profile page at the top of the screen.

2. Provides important messages concerning the Gateway such as scheduled system downtime.

3. Quick Info Links

4. Provides entry to the Fetal Death System by selecting the Tab.

5. Once you select the Fetal Death tab, depending on your login you will either be directed to the Location page or the IFDRS Start Page.

IFDRS Start Page

The IFDRS **Home** Page is the first page you see after you login and select your location (if multiple locations). The **Home** Page contains four panes.

1. The **Title** pane on the top contains your login information which includes the location as well as a Logout button.

2. **Process Tabs** are directly under the Title pane and provide you navigation to specific areas of the IFDRS.

3. The **Left Bar** gives you access to perform system related functions including a FAQ as well as provides scrolling information that provides you with important information such as scheduled system maintenance.

4. The **Workflow** pane is where you will see pending items as well as notifications.

From the Home page you can:

- Access workflow or notifications

- Access the Process Tabs where you can:
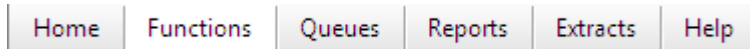
  - **Functions Tab:**

    - Search for existing records

    - Add new records

  - **Queues Tab:**

    - View your **General** work queue

    - View Notifications

    - View Records to be Approved

    - Demographic Resubmits to be approved

    - Medical Resubmits to be approved

  - **Reports Tab : (This feature is not available at this time ~Future Development)**

  - **Extract Tab:** Perform a LHD Extract process

  - **Help Tab:** View a mock up of a Fetal Death Form

- Access the Left Bar Function Tabs:
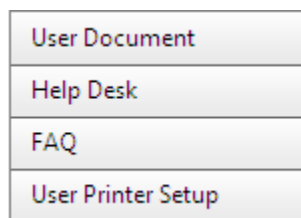
  - **User Document:** Allows you to view the IFDRS user documents.

  - **Help Desk:** Provides you with information on how to contact the Help Desk.

  - **FAQ:** Providers a list of frequently asked questions.

  - **User Printer Setup:** Allows you to set up your printer to have print capability in the IFDRS.

Approve or Reject a Record ~ Less than 20 weeks and 20 weeks or more

Procedure	Approve Record
Introduction	Use these steps to review and Approve or Reject a record. You can access records that are Ready for Approval 2 ways. 1. From the Home Workflow 'Ready for Approval' to approve individual records; or 2. By accessing the Records to be approved Queue for approving either multiple records at one time, or individual records.

The **Approve Records** window is made up of 2 Tabs:

    a. Records to be Approved

    b. Print Approved Records

The **Records to be Approved Tab** allows you to:

    a. Approve all records at same time or individually

    b. Reject all records at same time or individually

    c. View Test Print

    d. Refresh page

    e. Extract Data in Excel; PDF, CSV, or Word formats

The **Print Approved Records Tab** allows you to print records based on certain criteria.

Steps to Follow	Approve Records Tab:
	Approve Records from Queue Tab:
	1. From the Queue Tab, select '**Records to be approved**'.

2. The queue will display all records that are ready to be approved. You can select either:

    a. All records by checking them on the left side of the results list; or

    b. View individual records and release individually.

3. **Select Records to be Approved:**

    a. **All Records**: Select check box in the 'blue' column heading, this will select all records.

    b. **Select one or more records**: Select check box next to the record or records you want to release

    c. **Individual Record**: You can either select an individual record by selecting the check box, or you can select 'View' and open the record. You can approve by opening the Record Actions Tab on the right.

4. **Select Approve:**

    a. You will receive the below prompt:
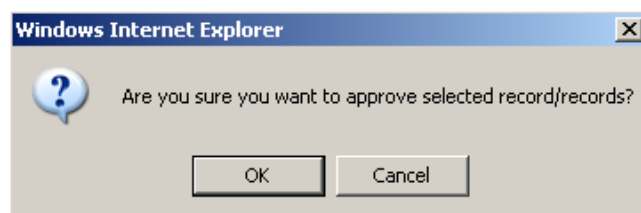
d. Select:

    i. Ok to continue, the records you have selected will be moved to approved status and you will be returned to the Approved Records window; or

    ii. Cancel to return to results list.

Approving Records in the Individual Record:

a. Select **'View'** records from the results list.

b. Select Record Action Tab.

c. Are you sure you want to approve this record prompt?

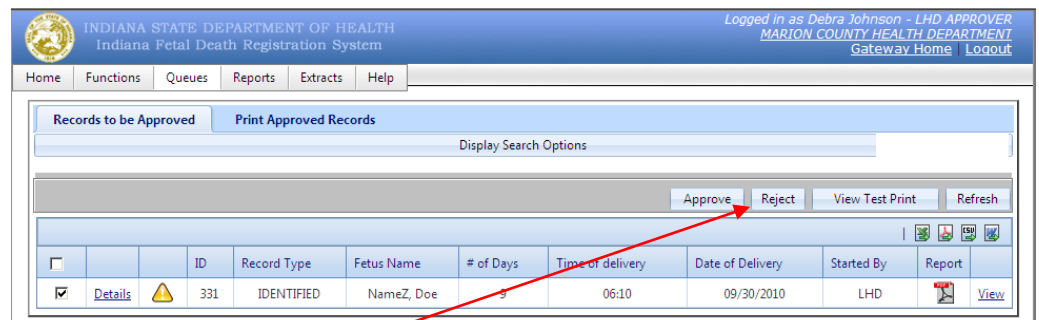   i. Ok to continue and approve record

    ii. Cancel to return to record
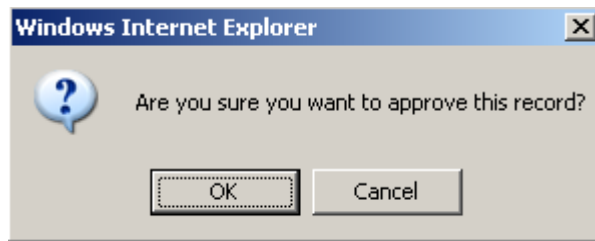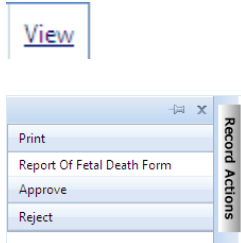
d. Ok moves record to approved and completed status. You will be returned to the Record page with a complete status.

e. Once a record has been approved you now have the capability to print needed documents. From the Record Actions tab you can:

    iii. Print

    iv. Print or view a Report of Fetal Death Form with watermark, "Not for Official Use"

    v. Void

    vi. Amendments

    vii. Record Flags

    viii. Issuance

    ix. Report of Fetal Death Certificate

    x. Certificate of Birth Resulting in Stillbirth

Steps to Follow

Reject Records

After you have reviewed a record and determined that you need to reject that record:

1. Return to the Records to be approved queue.

2. Select record that you want to reject by checking the box for that record(s).

3. Select Reject

4. Answer prompt:

   a. OK will complete the reject process and return you to the Results Page;

   b. Cancel will return you to the Results Page
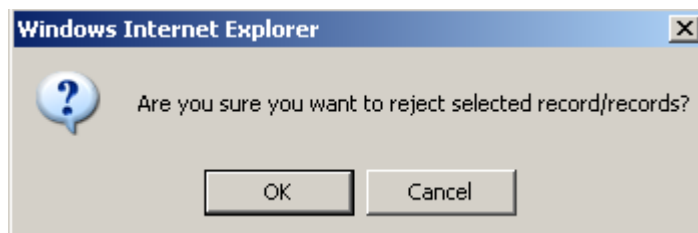
Steps to Follow	5. Records that have been rejected will go to certain work queues based on who started the initial record.
	    a. Initial Records:
	        i. Electronic records started by Funeral Director will go to the FD queue.
	    b. Resubmits:
	        i. Demographic Resubmits that are rejected will go to the Funeral Director.
	        ii. Medical Resubmits that are rejected will go to the Medical Certifier.
	
	Print Approved Records Tab:
	
	The Print Approved Records Tab allows you to print one or more records using certain input criteria.
	
	1. Return to the Records to be approved queue.
	
	2. Select the Print Approved Records Tab
	
	3. Enter search criteria
	
	    a. Enter information in one or more of the below fields; and/or
	
	        i. **From Date (Date of Delivery):**
	
	        ii. **To Date (Date of Delivery):**
	
	        iii. **SFN Start:**
	
	        iv. **SFN End:**
	
	        v. **Year:**
	
	        vi. **LFN Start:**
	
	        vii. **LFN End:**
	
	    b. Check '**Pending for printing'**
	
	4. Select **Reset** or **Search:**
	
	    a. **Reset** will clear the data previously entered
	
	    b. **Search** will perform the search based on criteria entered and return a results window.

5. The Results Window allows you to view the Details of a record or View the actual record.
6. You can view the individual report by:
   a. Selecting the PDF Icon for the specific record; or
   b. Check the box for the record and then select View Test Print.
7. **Print Selected** will display all records selected in PDF format with watermark "Not for Official Use". Once you have viewed/and or printed you can close the window by clicking on the 'X'.

Tips and Notes	As with other Results windows in the IFDRS, there are user friendly features such as ability to sort by column headings, moving between Tabs, and ability to extract data in various formats.
More Info	

Search for a Record

Procedure	**Search for a Record**
Introduction	Use these steps to search for an existing record in the IFDRS. This function will search for records based on the input criteria and return possible matches in a results list. From there you can view the **Details** of the record, **View** the entire record, and view the **Report** which is a Not for Official Use version of the Certificate of Fetal Death in PDF format.
	Also, the Search function has a General and an Advanced Search Tab.
	Please note, when using the Advanced Search Tab you must first enter a minimum of the **Year** in the Date of Delivery field located in the **General Tab.**

Steps to Follow
 	
 Search
	General Search
	
	 1. **Access** IFDRS
	
	 2. Click the **Search** under the **Functions** tab.
	
	 3. Enter the **Fetus** Information: These fields are not mandatory, but will improve the search results.
	    a. First Name
	    b. Middle Name
	    c. Last Name
	    d. Gender *Select from drop down box*
	
	 4. Enter **General Information**
	    a. Select Record Type
	    b. Select Record Status
	    c. Select Gestation
	    d. Enter EFDR#
	    e. Enter BTP#
	    f. Enter Coroner Case#
	    g. Enter Date of Delivery
	       i. MM: Month
	       ii. DD: Day
	       iii. YY: Year *(required field)*
	    h. Enter Date of Delivery Range
	       i. MM/DD/YY to MM/DD/YY
	    i. Select LHD from drop down box
	    j. Select Place of Delivery Type
	    k. Select Place of Delivery
	
	 5. Select Search, Reset, or Advance Tab

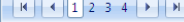|	
Search Reset	a. **Search**: will perform a search based on the criteria entered in the General Tab and display the Results Window with data, or display the Results Window with the message 'No records to display'.
	b. **Reset:** will clear any data entered in the input criteria fields.
	c. **Advanced Tab**: will allow you to enter additional information for your search.
	## Advanced Search
	1. Enter data in the General Tab (see above input criteria) *)*
	2. Enter as much of the following fields as needed for your specific search.
	a. Funeral Home Name
	b. Enter Funeral Director Name
	c. Enter Medical Facility Name
	d. Enter Medical Certifier Name
	e. Enter Mother Name Information
	i. First Name
	ii. Middle Name
	iii. Last Name
	iv. Maiden name
	f. Enter Father Name Information
	i. First Name
	ii. Middle Name
	iii. Last Name
	g. File Date And Number
	i. SFN:
	ii. SFD: MM/DD/YYYY
	iii. LFN:
	iv. LFD: MM/DD/YYYY
	h. Case Recognition
	i. Facility Registered
	ii. Funeral Home
	iii. LHD Registered
	iv. State Registered

3. **Select Search or Reset**

   a. **Search**: will perform a search based on the criteria entered in the General Tab and display the Results Window with data, or display the Results Window with the message 'No records to display'.

   b. **Reset:** will clear any data entered in the input criteria fields.

Select Record

The results page display the Results Window with data, or display the Results Window with the message 'No records to display'. The results window has several user friendly features.

1. Ability to **sort** on any column heading.

2. **Status Column** that provides a quick visual for records that are Approved or Overdue.

3. **Details:** when you select details of the one of Search Results, the Details Window will appear below the search results and provide basic data of the record under each tab.
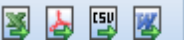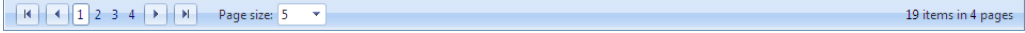
   a. **More Information:**

      i. Fetus Information
      ii. Mother Information
      iii. Father Information
      iv. Funeral Director/Certifier Information

   b. **Event History**
   c. **Change History**
   d. **Record Flags**
   e. **Issuance History**
   f. **Notification History**
   g. **Overrides**

Report
 	
View
 	
	4. **Report** option provides a PDF of a 'Not for Official Use' Certificate of Death'.
	
	5. **View** option to open and view a specific record. When you select View, the system will take you into the Demographic and Medical sections of that specific record. To return to the queue, you can use your browsers back button.
	
	6. **# Of Pages** and **# of Records** indicator. This is located at the bottom of the results list and will:
	
	    a. Tell you how many total items and pages there are.
	
	    b. Allow you to go to a specific page by selecting that page number or using arrows to go back and forward.
	
	    c. Allow you to change how many results are displayed on each page
	
	    ⏮ ◀ 1 2 3 4 ▶ ⏭ Page size: 5 ▾ 19 items in 4 pages
	
	7. **Extract** data from the queue criteria in various formats
	
	    a. Microsoft Excel
	
	    b. PDF
	
	    c. CSV
	
	    d. Microsoft Word

Tips and Notes	Only records that have been assigned to your Local Health Department will be available to you to view/process. Once you have selected View and have gone into the record, if you want to perform another search you will need to return to Function/Search and start the process again.
More Info	What you see in IFDRS depends on the permissions granted to your user ID, so you may not see the same things as another user.

Adding a New Record

Procedure	Adding a New Record
Introduction	The Local Health Department has permissions to add records that were filed in 2010 or earlier.
	Use these steps to add a new record to the IFDRS. This function will search for duplicate records and for a non-duplicate record; the record will be added and assigned an Electronic Fetal Death Record#.
	Once the record is added, the system will take you to the Demographic Section. The new record will be available in the work queues and will be in pending status. At this time you can navigate to other areas of the system such as the **Home** page.
	When records are added by the Local Health Department, both the Demographic and Medical sections must be completed. Once these are completed the record can be released and approved.

Steps to Follow	

Add New Record	1. **Access** IFDRS
	
	2. Click the **Add New Record** under the **Functions** tab.
	
	3. Enter **General Information**
	
	    a. Select Record Type *(required field)*
	        i. Missing
	        ii. Identified
	        iii. Unidentified
	    b. Select Gestation *(required field)*
	        i. Less than 20 Weeks
	        ii. More than 20 Weeks
	    c. Enter BTP Number
	    d. Enter Coroner Case Number
	    e. Enter EFDR Number
	
	4. Enter **Fetus Name** Information
	    a. First Name *(required field)*
	    b. Middle Name
	    c. Last Name *(required field)*
	    d. Select Suffix *(if applicable)*
	
	5. Enter **Mother Name** Information
	    a. First Name *(required field)*
	    b. Middle Name
	    c. Last Name *(required field)*
	    d. Select Suffix *(if applicable)*
	
	6. Enter **Fetus Information**
	    a. Time of Delivery
	        i. Time
	        ii. AM/PM *(if time entered in standard time)*
	    b. Date of Delivery *(required field)*
	    c. Gender *(required field)*
	        i. Male
	        ii. Female
	        iii. Unknown
	7. Select **Funeral Home:** from drop down box.
	
	8. **Search:** This button performs a search for duplicate records.
	    a. If possible duplicate record is found; a duplicate screen will appear with a list of the possible duplicate. You can:
	        i. Retrieve the record by selecting Retrieve in the record.
	        ii. Go back to Change: This returns you to the record you added to make changes.
	        iii. Cancel: Returns you to the record you added.
	    b. If no duplicate the **Add New** button is highlighted.

(The **Search** button image appears in the left column.)

Add New	9. **Add New:** This function adds the record, assigns the EFDR #, and takes you to the Record **Demographic** page.
Tips and Notes	When you select a specific function your workspace moves from the **Home** page. You can return to the **Home** page by moving your mouse to the Home tab and clicking. If you are in the process of adding a new record and return to the **Home** page before you have selected **Add New** in the **Add New Record** page, the data you entered will be reset.
More Info	What you see in IFDRS depends on the permissions granted to your user ID, so you may not see the same things as another user.

Demographic Data – Adding/Updating

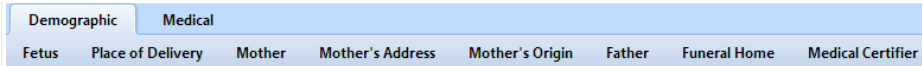| Procedure	Demographic Data
Introduction	Use these steps to enter and complete the **Demographic** section of IFDRS. Please note: • The **Record Status Bar** above the Demographic and Medical tabs. This is a visual status bar that tracks each process through to completion. • The **Record Information** in the blue banner above the Record Status, this provides basic information for verification you are in the correct record. • The Fetal Death Record is divided into two sections, Demographic and Medical. Access to these sections will depend on your role permissions.

- There 2 Function tabs on the right side of form:
  - Record Actions
    - Save
    - Delete
    - Save and Validate
    - Print
    - Report of Fetal Death Form
  - Event History
    - View Event History

- The Demographic section is divided into 8 different Tabs.
  - Fetus
  - Place of Delivery
  - Mother
  - Mothers Address
  - Mothers Origin
  - Father
  - Funeral Home
  - Medical Certifier

Demographic	Medical						
Fetus	Place of Delivery	Mother	Mother's Address	Mother's Origin	Father	Funeral Home	Medical Certifier

- The data that was entered on the New Record page will automatically be transferred to the appropriate Demographic page.
- The system allows you to tab from field to field outlining   the field you are on.

- You can navigate between Tabs by selecting the directional red arrows at the bottom right of the page, or by selecting the tab of the page you would like to go to.

- You can move between Tabs without saving data on each page. However, please note, if you are logged out by system inactivity or loss of connection, any data not saved will be lost.
- **Save vs. Save & Validate:** You can save data as you enter each page; this allows you to start a record and come back to it later. **Validate**, checks that data you entered against the IFDRS Edits and Audits. This step is necessary to move from Pending Status to Demographic Resolved Status.

Steps to Follow	1. Enter the following sections
	
	   a. Fetus Data
	   b. Place of Delivery Data
	   c. Mother
	   d. Mother's Address
	   e. Mother's Origin
	   f. Father
	   g. Funeral Home
	   h. Medical Certifier
	
	2. **Save** or **Save and Validate**
	3. **Resolve any Edit/Audits (if any)**
	
	Save Save & Validate
	
	Validation Results
	
	| Tab
		Screen Group	Error Message	Check to override	

---	---	---	---	---
DesignateMedicalCertifier	Medical Certifier	Medical Certifier must be designated		Fix	
Tips and Notes	Remember, if you are inactive for 10 minutes the system will automatically log you out and any data not saved will need to be re-entered.
More Info	

Fetus Data

Procedure	Demographic Data: Fetus Data
Introduction	Use these steps to enter and complete the **Fetus Data** in the **Demographic** section of IFDRS.

Steps to Follow	1. **Enter General Information:**
	   a. **Record Type**: Data was brought forward from New Record page. *(required field)*
	   b. **Gestation:** Data was brought forward from New Record page. *(required field)*
	   c. **BTP#:** Verify that this is correct. Data was brought forward from New Record page. *(required field)*
	   d. **Coroner #:** Verify that this is correct if entered in New Record page, or enter data.
	   e. **Less than 48 Hours?:** *To be completed by Funeral Director*
	2. **Enter Fetus Name:**
	   a. **First Name:** Verify that this is correct. Data was brought forward from New Record page. *(required field)*
	   b. **Middle Name:** Verify that this is correct if entered in New Record page, or enter data if available.
	   c. **Last Name:** Verify that this is correct. Data was brought forward from New Record page. *(required field)*
	   d. **Suffix:** Verify that this is correct if entered in New Record page, or enter data if available.

	3. **Enter Fetus Information:**
	    a. **Time of Delivery Type:** Select from drop down box.
	        i. Actual
	        ii. Presumed
	    b. **Time of Delivery:** Verify that this is correct. Data was brought forward from New Record page. *(required field)*
	    c. **Date of Delivery Type:** Select from drop down box. *(required field)*
	        i. Actual
	        ii. Presumed
	    d. **Date of Delivery:** Verify that this is correct. Data was brought forward from New Record page. *(required field)*
	    e. **Gender:** Verify that this is correct. Data was brought forward from New Record page. *(required field)*
	
	4. **Save** or **Save and Validate**
	
	4. **Proceed to Place of Delivery by using arrows or select**

Tips and Notes	If you Save and Validate and there are errors found during the Edit/Audit process, the system will return an error box that will provide you with the issues that need to be resolved. The system will also highlight in red the sections where data needs to be completed.
More Info	

Place of Delivery

Procedure	Demographic Data: Place of Delivery
Introduction	Use these steps to enter and complete the **Place of Delivery** in the **Demographic** section of IFDRS.

Steps to Follow	1. **Enter Place of Delivery:**
	   a. **Place where delivery occurred**: Use drop down to make selection:
	      i. Hospital
	      ii. Freestanding Birthing Center
	      iii. Home (Intended)
	      iv. Home (Unintended)
	      v. Clinic/Doctors Office
	   b. **Specify:** This field is opened for entry when '**Other'** is chosen as the Place of Delivery.
	   c. **Facility:** This field is opened for entry when the following Place of Delivery is selected:
	      i. Hospital
	      ii. Freestanding Birthing Center
	      iii. Clinic/Doctors Office
	   d. **NPI:** This field will be populated based on Facility selected.
	   e. **LHD:** Depending on the **Place of Delivery** this field is either auto-populated or you will need to use a drop down box
	      i. You will need to select the LHD when the following Place

	of Delivery is selected:
	      1. Home (Intended)
	      2. Home (Unintended)
	      3. Other
	2. **Address of the Place of Delivery:** If a specific Facility is selected in the Facility field under Place of Delivery the address information in this block will be automatically populated and no further information is needed. If a specific Facility is not chosen the below fields will need to be populated.
	    a. **Building Nbr:**
	    b. **Pre Direction:** Select from drop down box
	    c. **Street Name:**
	    d. **Street Type:** Select from drop down box
	    e. **Post Direction:** Select from drop down box
	    f. **Apt#**
	    g. **State/Country:** Select from drop down box
	    h. **County:** Select from drop down box
	    i. **City/Town:** Select from drop down box
	    j. **Zip:** Select from drop down box
	    k. **Ext:**
	
	5. **Save** or **Save and Validate**
	
	3. **Proceed to Mother by using arrows or select**

Tips and Notes	
More Info	

Mother

Procedure	Demographic Data: Mother
Introduction	Use these steps to enter and complete the **Mother** page in the **Demographic** section of IFDRS.
Steps to Follow	1. **Enter Mother Current Legal Name:** a. **First Name**: Verify that this is correct. Data was brought forward from New Record page. *(required field)* b. **Middle Name:** Verify that this is correct if entered in New Record page, or enter data if available. c. **Last Name:** Verify that this is correct. Data was brought forward from New Record page. *(required field)* d. **Suffix:** Verify that this is correct if entered in New Record page, or use drop down to select data if available. 2. **Mothers Birth:** a. **Date of Birth:** Enter Month / Day / Year in the following format: MM/DD/YYYY b. **Age:** System will automatically calculate age based on the date of birth entered. c. **Place of Birth:** Select from drop down box.

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Save   Save & Validate

⬅ ➡

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      d.   **Birth Place:** Select from drop down box.

3. **Mother Married:**
      a.   At Delivery, conception, or anytime in between, use drop down to select data :
           i.   Yes
          ii.   No
        iii.   Unknown

4. **Mother's Name Prior to First Marriage:**
      a.   **First Name**: Verify that this is correct. Data was brought forward from New Record page. *(required field)*
      b.   **Middle Name:** Verify that this is correct if entered in New Record page, or enter data if available.
      c.   **Last Name:** Enter Mothers Maiden Name.
      d.   **Suffix:** Verify that this is correct if entered in New Record page, or enter data if available.

5. **Save or Save & Validate**

6. **Proceed to Mother's Address by using arrows or select**

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<tr>
<td>**Tips and Notes**</td>
<td>Mother Date of Birth is a required field.</td>
</tr>
<tr>
<td>**More Info**</td>
<td></td>
</tr>
</table>

Mother's Address

Procedure	Demographic Data: Mother's Address
Introduction	Use these steps to enter and complete the **Mother's Address** page in the **Demographic** section of IFDRS.

Steps to Follow	1. **Enter Residential Address:**
	   a. **Residential Place Type**: Select from drop down box.
	   b. **Residential Place**: If other than US is selected for Residential Place Type, select from drop down box.
	   c. **Building Nbr:**
	   d. **Pre Direction:** Select from drop down box
	   e. **Street Name:**
	   f. **Apt#**
	   g. **Street Type:** Select from drop down box
	   h. **Post Direction:** Select from drop down box
	   i. **State:** Select from drop down box
	   j. **County:** Select from drop down box
	   k. **City/Town:** Select from drop down box
	   l. **Zip:** Select from drop down box
	   m. **Ext:**
	   n. **Inside City Limits:** Select from drop down box
	2. **Save or Save & Validate**
	3. **Proceed to Mother by using arrows or select**

Tips and Notes	
More Info	

Mother's Origin

Procedure	Demographic Data: Mother's Origin
Introduction	Use these steps to enter and complete the **Mother's Origin page** in the **Demographic** section of IFDRS.

Steps to Follow	1. **Mother's Education:** Select from drop down box.
	   a. Blank
	   b. 8th Grade or less
	   c. 9th-12th Grade, no diploma
	   d. High School Graduate or GED Completed
	   e. Some college credit but not degree
	   f. Associate Degree
	   g. Bachelors Degree
	   h. Masters Degree
	   i. Doctorate or Professional Degree
	2. Mother of Hispanic Origin? **(Check the box that best describes whether the mother is Spanish/Hispanic/Latina. Check the 'No' box if mother is not Spanish/Hispanic/Latina)**
	   a. No, Not Spanish/Hispanic/Latina
	   b. Yes, Mexican, Mexican American, Chicana
	   c. Yes, Puerto Rican

	d. Yes, Cuban
	e. Unknown
	f. Yes, Other Spanish/Hispanic/Latina
	    i. Specify
	
	3. **Race of Mother: (**Check one or more of the races to indicate what the mother considers herself to be)
	    a. White
	    b. Black or African American
	    c. American Indian, Alaska Native
	        i. Name of the enrolled or principal tribe: *(Enter information in available box)*
	    d. Asian Indian
	    e. Chinese
	    f. Filipino
	    g. Japanese
	    h. Korean
	    i. Vietnamese
	    j. Other Asian: *(Enter information in available box)*
	    k. Native Hawaiian
	    l. Guamanian or Chamorro
	    m. Other Pacific Islander: *(Enter information in available box)*
	    n. Other: *(Enter information in available box)*
	    o. Unknown
	
	4. **Save or Save and Validate**
	
	5. **Proceed to Father by using arrows or select**

Tips and Notes	
More Info	

Father

Procedure	Demographic Data: Father
Introduction	Use these steps to enter and complete the **Father page** in the **Demographic** section of IFDRS.

Steps to Follow	1. **Father's Information:**
	    a. **Will this Record Include Father Information?** Select from drop down box.
	        i. Blank
	        ii. Yes, _proceed to First Name_
	        iii. No, page is complete
	    b. First Name
	    c. Middle name
	    d. Last Name
	    e. Suffix *(Select from drop down box.)*
	2. **Father's Birth**
	    a. **Date of Birth:** Enter Month / Day / Year in the following format: MM/DD/YYYY
	    b. **Age:** System will automatically calculate age based on the date of birth entered.
	    c. **Place of Birth:** Select from drop down box.
	    d. **Birth Place:** Select from drop down box.
	3. **Save or Save and Validate**
	
	4. **Proceed to Funeral Home by using arrows or select**

Tips and Notes	
More Info	

Funeral Home

Procedure	Demographic Data: Funeral Home
Introduction	Use these steps to enter and complete the **Funeral Home page** in the **Demographic** section of IFDRS.

Steps to Follow	1. **Method of Disposition:**
	    a. **Method:** *Select from drop down box.*
	        i. Blank
	        ii. Burial
	        iii. Cremation
	        iv. Hospital Disposition
	        v. Donation
	        vi. Removal from State
	        vii. Entombment
	        viii. Other (Specify)
	        ix. Unknown
	    b. **Other:** *(Complete if 'Other' is selected from drop down box)*
	2. **Name and Address of Funeral Home**
	    a. **Funeral Home Name:** *(This data was previously entered)*
	    b. **Address:** *(This is automatically completed based Funeral Home Selected)*

	c. **State:** *(This is automatically completed based Funeral Home Selected)*
	d. **County:** (*This is automatically completed based Funeral Home Selected*)
	e. **City:** (*This is automatically completed based Funeral Home Selected*)
	f. **Zip:** (*This is automatically completed based Funeral Home Selected*)
	g. **License Number:** (*This is automatically completed based Funeral Home Selected*)
	h. **Additional Funeral Service provider**
	
	3. **Funeral Service Licensee or Other Agent**
	    a. **Funeral Director:** *Select from drop down box.*
	    b. **Was Coroner Contacted?** *Select from drop down box.*
	        i. **Blank**
	        ii. **Yes**
	        iii. **No**
	        iv. **Unknown**
	4. **Place of Disposition**
	    a. **Place of Disposition Name**
	    b. **Type:** *Select from drop down box.*
	        i. **Blank**
	        ii. **US State**
	        iii. **Other Country**
	    c. **State/Foreign County:** *Select from drop down box.*
	    d. **City:** *Select from drop down box.*
	
	5. **Save or Save and Validate**
	
	6. **Proceed to Medical Certifier by using arrows or select**

Tips and Notes	
More Info	

Medical Certifier

Procedure	Demographic Data: Medical Certifier
Introduction	Use these steps to enter and complete the **Medical Certifier page** in the **Demographic** section of IFDRS.

Steps to Follow	1. **Medical Certifier Search:**
	     a. **Certifier Type:** *Select from drop down box.*
	         i. Physician
	         ii. Coroner
	         iii. Health Officer
	     b. **Location:**
	     c. First Name
	     d. Middle Name
	     e. Last Name
	     f. License #
	
	2. **Search or Reset**
	     a. **Search:**
	         i. After you enter the data needed for your search, click on the 'Search' button with your mouse and the system will bring back all results that matched your input data.
	         ii. If no match is found to your input data, the system will return 'No records to display'
	     b. **Reset:**
	
	3. **Results:** If you the data you entered in the search fields match records, the results screen will be returned with one or more records.

	Certifier Name	License Number	Location Name	Is Participant
Select	WARREN DEAN, BONTRAGER	01030959A		Not Participating
Select	ERIKA , RAGER	01062179A	WISHARD HOSPITAL	Participant
Select	JEFFREY A., BONTRAGER	01066708A	WISHARD HOSPITAL	Not Participating

Designate

4. Select: Select the Medical Certifier from this results list by clicking on the Select next to the record.

5. **Designate:** Once you have selected the correct record, you will need to **designate** the Medical Certifier by clicking your mouse on the Designate Icon. Once you have designated the Medical Certifier the system will return a new window 'Currently Designated'. Please review the data to ensure you have made the correct selection.
   a. **If correct: Save or Save and Validate**
   b. **If incorrect: Select the Re-Designate button Select** *from drop down box.*
      i. **Blank**
      ii. **US State**
      iii. **Other Country**
   c. **State/Foreign County:** *Select from drop down box.*
   d. **City:** *Select from drop down box.*

Designated Medical Certifier
Name: ERIKA , RAGER   ☑ **Participant**   Email: MAMBATY@ISDH.IN.GOV   Phone: 317-217-3000
Address: , 1001 W 10TH ST, INDIANA, INDIANAPOLIS, 46202   Re-Designate

Save   Save & Validate

6. **Save or Save and Validate**
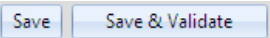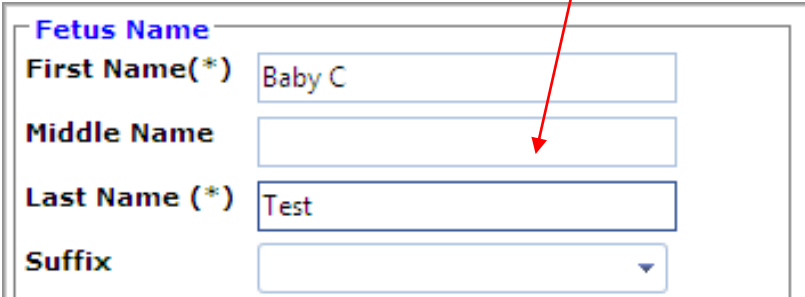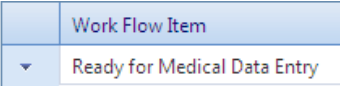
7. **Go to Medical page.**

Tips and Notes	
More Info	

Medical Data: Create / Update Medical Report

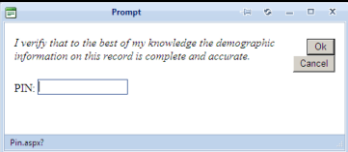| Procedure	Create/Update Medical Record

Introduction	Use these steps to update the Medical Record.
	
	 • The **Record Information** in the blue banner above the Record Status, this provides basic information for verification you are in the correct record.
	
	 Fetus Name: Baby C Test Date of Delivery: 10/1/2010 Mother's Name: Mother, Test EFDR #: 281
	
	 • The Fetal Death Record is divided into two sections, Demographic and Medical. Access to these sections will depend on your role permissions.
	 • There 2 Function tabs on the right side of form:
	    o Record Actions
	      ▪ Save
	      ▪ Delete
	      ▪ Save and Validate
	      ▪ Print
	      ▪ Report of Fetal Death Form
	    o Event History
	      ▪ View Event History
	
	 • The Medical portion of the Fetal Death Record consists of 12 separate tabs:
	
	    a. Fetus
	    b. Certifier
	    c. Initiating COD
	    d. Other COD
	    e. Manner of Death
	    f. Manner of Death 2
	    g. Medical Info 1
	    h. Medical Info 2
	    i. Risk Factors
	    j. Infections
	    k. Method of Delivery
	    l. Congenital Anomalies
	
	 Demographic Medical
	 Fetus Certifier Initiating COD Other COD Manner of Death Manner Of Death 2 Medical Info 1 Medical Info 2 Risk Factors
	 Infections Method of Delivery Congenital Anomalies

- The pages are set-up to allow you to tab from field to field with the field your cursor is on outlined.

Fetus Name

First Name(*)   Baby C

Middle Name

Last Name (*)   Test

Suffix

- You can navigate between Tabs by selecting the tab of the page you would like to go to, or by selecting the directional red arrows at the bottom right of the page.

- You can move between Tabs without saving data on each page. However, please note, if you are logged out by system inactivity or loss of connection, any data not saved will be lost.

- **Save vs. Save & Validate:** You can save data as you enter each page; this allows you to start a record and come back to it later. **Validate**, checks that data you entered against the IFDRS Edits and Audits. This step is necessary to move from Pending Status to Demographic Resolved Status.

- Once all Tabs are completed and all Edit/Audits are resolved the Status Bar will show that the **Medical Section is Resolved.** You can then proceed to Certification.

Record Status   Pending   Demographic Resolved   Released   Medical Resolved   Certified   Verified   DTP   ISDH Approved

Steps to Follow	

Work Flow Item

▼ Ready for Medical Data Entry

View

1. **Access** IFDRS

2. From the Home Page and either Less than 48 Hours Cremation Tab or the General Tab, click the arrow next to **Ready for Medical Data Entry**. *Please note:* You may have records in both workflows.

3. From List of Records, select the record you want to release by clicking on "View". This will take you into the demographic section of the record. **Please note,** records that are overdue are indicated with the Overdue Icon. The record will open to the Medical Tab.
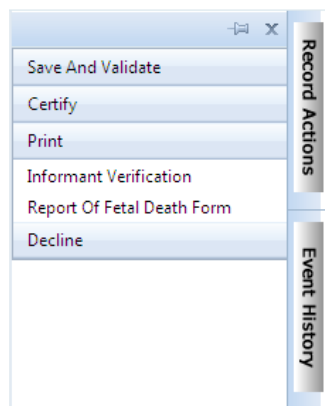
	EFDR#	Fetus Name	Date of Delivery	Mother	LHD	Gestation	# of days	
	289	Baby A, Doe	10/30/2010	Jane, Doe	MARION COUNTY HEALTH DEPARTMENT	M	5	View
⚠	276	Infant, Nine	10/17/2010	Mother, Nine	MARION COUNTY HEALTH DEPARTMENT	M	19	View

4.   You will notice that the Status Bar will have **Green** Lights

through 'Released'. The Record Status Bar tracks the progress

of each record through the entire process.
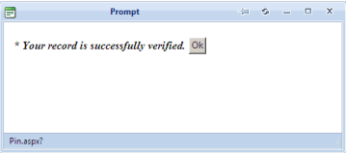
5.   Enter the following sections
   a.   Fetus
   b.   Certifier
   c.   Initiating COD
   d.   Other COD
   e.   Manner of Death
   f.   Manner of Death 2
   g.   Medical Info 1
   h.   Medical Info 2
   i.   Risk Factors
   j.   Infections
   k.   Method of Delivery
   l.   Congenital Anomalies

6.   Select Record Actions Tab from the right side of the screen.

This will open up the available actions tabs you can process

for this record.

7.   Select Certify

8.   Enter your assigned PIN# to certify that the information is

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complete and accurate to the best of your knowledge, and select
   a.   OK: to complete the verification process
   b.   Cancel to return to the record.

If you select OK, you will be presented with a verification screen. Select OK. The system will:
1. Return you to the demographic page of the record you just verified.
2. A system generated e-mail will be sent to your indicating that a record has been verified. There is no action required, this is a security measure. An email will also be generated to the Local Health Department for their notification.
3. The Record Status will change and reflect the completion of the Verification process.

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<tr>
<td>**Tips and Notes**</td>
<td>Remember, if you are inactive for 10 minutes the system will automatically log you out and any data not saved will need to be re-entered.</td>
</tr>
<tr>
<td>**More Info**</td>
<td>What you see in IFDRS, Record Actions will depend on the permissions granted to your user ID, you may not see the same things as another user.</td>
</tr>
</table>

Fetus Page

Procedure	Medical Data: Fetus Page
Introduction	Use these steps to enter and complete the **Fetus Data** in the **Medical** section of IFDRS.

Steps to Follow	1. **Enter General Information:** Most fields will already been completed from data entered by the Funeral director.
	    a. **Record Type**: Data was brought forward from New Record page.
	    b. **Gestation:** Data was brought forward from New Record page.
	    c. **BTP#:** Data was brought forward from New Record page.
	    d. **Coroner Case #:** Data was brought forward from New Record page.
	    e. **Less than 48 Hours?:** No entry required
	    f. **Is Mother Alive?:** Select Yes or No *(required field)*
	    g. **Medicaid #:**
	    h. **Medical Record #:**
	2. **Enter Fetus Name:**
	    a. **First Name:** Data was brought forward from Demographic Section. *(required field)*
	    b. **Middle Name:** Data was brought forward from Demographic Section.
	    c. **Last Name:** Data was brought forward from Demographic Section. *(required field)*
	    d. **Suffix:** Verify that this is correct if data is available. Data was brought forward from Demographic Section.

	3. **Enter Date of Delivery Information:**
	  a. **Time of Delivery Type:** Data will be brought forward from Demographic Section if entered. Select from drop down box.
	    i. Actual
	    ii. Presumed
	  b. **Time of Delivery:** Verify that this is correct. Data was brought forward from Demographic Section. *(required field)*
	  c. **Date of Delivery Type:** Select from drop down box. *(required field)*
	    i. Actual
	    ii. Presumed
	  d. **Date of Delivery:** Verify that this is correct. Data was brought forward from Demographic Section. *(required field)*
	  e. **Gender:** Verify that this is correct. Data was brought forward from Demographic Section. *(required field)*
	  f. **Plurality:** Select from drop down box. *(required field)*
	    i. Single
	    ii. Twins
	    iii. Triplets
	    iv. Quadruplets
	    v. Quintuplets
	    vi. Sextuplets
	    vii. Septuplets
	    viii. Octuplets or more
	    ix. Unknown
	  g. **Birth Order:** Select from drop down box. *(required field)*
	    i. If Single is selected in Plurality, '1' will automatically be populated.
	    ii. If Twins, through Octuplets are selected, the appropriated numbers will appear for selection.
	    iii. If unknown is selected 1 through 9 will appears as your options.

Save Save & Validate ← →	4. **Save** or **Save and Validate** 5. **Proceed to Place of Delivery by using arrows or select**
Tips and Notes	If you Save and Validate and there are errors found during the Edit/Audit process, the system will return an error box that will provide you with the issues that need to be resolved. The system will also highlight in red the sections where data needs to be completed. **Validation Results** | Tab	Screen Group	Error Message	Check to override
---	---	---	---
CongenitalAnomalies	Congenital Anomalies	Congenital Anomalies of the Fetus is required	Fi
FetusInfo	General Information	Coroner Case Number is required	Fi	 **Demographic Medical** **Fetus Certifier Initiating COD Other COD Manner of Death Manner Of Death 2 Medical Info 1 Medical Info 2 Risk Factors** **Infections Method of Delivery Congenital Anomalies**
More Info	

Certifier Page

Procedure	Medical Data: Certifier Page
Introduction	Use these steps to enter and complete the **Certifier Data** in the **Medical** section of IFDRS.

Steps to Follow	1. **Enter Certifier Information:** Verify that this is correct in the below fields. Data was brought forward from Demographic Section. *(required field)*
	    a. **Type**:
	    b. **Name:**
	    c. **Certifier:**
	    d. **Address:**
	    e. **State:**
	    f. **County:**
	    g. **City:**
	    h. **Zip:**
	    i. **License #:**
	2. **Attendant:**
	    a. **Name:** Enter name of attendant.
	    b. **Title: Select title from drop down box.**
	       i. Blank
	      ii. MD
	     iii. DO
	     iv. CNM/OM
	      v. Other Midwife
	     vi. Other
	    c. **Other:**

	ISDH_IFDRS_Local Health Dept_End User Guide_10-2010(v1) (top of cell)

ISDH_IFDRS_Local Health Dept_End User Guide_10-2010(v1)

Save Save & Validate ← →	3. **Funeral Home:** This information is brought forward based upon the Funeral Home who created the record. It is informational only on this screen.
	    a. **Funeral Home:**
	    b. **Funeral Director:**
	    c. **Address:**
	    d. **State:**
	    e. **County:**
	    f. **City:**
	    g. **Zip:**
	    h. **License:**
	
	4. **Date Certified:** This field will be automatically populated once the Medical Certification has been completed.
	
	5. **Save** or **Save and Validate**
	
	6. **Proceed to Place of Delivery by using arrows or select**

Tips and Notes	
More Info	

Initiating Cause of Death Page

Procedure	Medical Data: Initiating Cause of Death Page
Introduction	Use these steps to enter and complete the Initiating Cause/Condition Data in the **Medical** section of IFDRS.

Steps to Follow	1. **Initiating Cause/Condition: Among the choices below, please select the one that most likely began the sequence of events resulting in the death of the fetus.** *(required field)*
	
	   a. **Cause of Death Pending**: Check Box
	   b. **Maternal Conditions/Diseases (Specify):** Manually enter information *if applicable.*
	   c. **Complications of Placenta, Cord, or Membranes:** *Check one if applicable.*
	      i. Rupture of Membranes**;**
	      ii. Placental Insufficiency**;**
	      iii. Abruption Placenta**;**
	      iv. Prolapsed Cord**;**
	      v. Other (specify); Input box will be available to type in Other.
	      vi. Chorioamnionitis
	   d. **Other Obstetrical or Pregnancy Complications (Specify):**

       Save Save & Validate ◄ ➔ 	e. **Fetal Anomaly (Specify):** f. **Fetal Injury(Specify):** g. **Fetal Infections (Specify):** h. **Other Fetal Conditions/Disorders(Specify):** i. **Unknown:** Check box 2. **Date Certified:** This field will be automatically populated once the Medical Certification has been completed. 3. **Save** or **Save and Validate** 4. **Proceed to Other Cause of Death by using arrows or select tab.**
Tips and Notes	
More Info	

Other Cause of Death Page

Procedure	Medical Data: Other Cause of Death Page
Introduction	Use these steps to enter and complete the Other Cause/Condition Data in the **Medical** section of IFDRS.

Steps to Follow	1. **Other/Condition:** Among the choices below, please select the one that most likely began the sequence of events resulting in the death of the fetus.
	    a. **Maternal Conditions/Diseases (Specify):** Manually enter information *if applicable.*
	    b. **Complications of Placenta, Cord, or Membranes:** *Check one if applicable.*
	       i. Rupture of Membranes**;**
	       ii. Placental Insufficiency;
	       iii. Abruption Placenta;
	       iv. Prolapsed Cord;
	       v. Other (specify); Input box will be available to type in Other.
	       vi. Chorioamnionitis
	    c. **Other Obstetrical or Pregnancy Complications (Specify):**
	    d. **Fetal Anomaly (Specify):**
	    e. **Fetal Injury(Specify):**
	    f. **Fetal Infections (Specify):**
	    g. **Other Fetal Conditions/Disorders(Specify):**
	    h. **Unknown:** Check box
	 2. **Date Certified:** This field will be automatically populated once the Medical Certification has been completed.
	 3. **Save** or **Save and Validate**

	4. Proceed to Manner of Death by using arrows or select
Tips and Notes	
More Info	

Manner of Death Page

Procedure	Medical Data: Manner of Death Page
Introduction	Use these steps to enter and complete the Manner of Death Data in the **Medical** section of IFDRS.

Steps to Follow	1. **Manner of Death:**
	     a. **Manner of Death:** Use drop down box to make the appropriate selection.
	        i. **Blank**
	        ii. **Natural**
	        iii. **Accident**
	        iv. **Homicide**
	        v. **Pending Investigation**
	        vi. **Could not be determined**
	
	     b. **Date Pronounced Dead:** MM/DD/YYYY *(required field)*
	
	 2. **Injury:** This section is completed for all Manner of Death types <u>except Natural</u>
	     a. **Injury?** Use drop down to make your selection.
	        i. **Blank**

Save   Save & Validate
 	
← →
	ii. **Yes**
	       iii. **No**
	   b. **Date of Injury: MM/DD/YYYY Complete if Injury? =Yes**
	   c. **Time of Injury: HH:MM AM/PM Complete if Injury? =Yes**
	   d. **Describe How Injury Occurred:**
	   e. **Place of Injury:**
	   f. **Location (Street or Rural Route Number, City or Town, State)**
	   g. **Motor Vehicle Accident:**
	        i. **Blank**
	        ii. **Yes**
	       iii. **No**
	       iv. **Unknown**
	   h. **Role: Complete if Motor Vehicle Accident = Yes**
	
	3. Save or **Save and Validate**
	
	4. Proceed to Manner of Death 2 by using arrows or select

Tips and Notes	
More Info	

Manner of Death 2 Page

Procedure	Medical Data: Manner of Death Page
Introduction	Use these steps to enter and complete the Manner of Death 2 Data in the **Medical** section of IFDRS.

Steps to Follow	1. **Fetus Information:**
	     a. **Weight Grams:** *(required field)*
	     b. **Weight Pounds/Oz:** *(required field)*
	     c. **Obstetric Estimate of Gestation (weeks):** *(required field)*
	     d. **Calculated Gestation (weeks):**
	     e. **Estimated Time of Fetal Death: Use drop down box to make selection** *(required field)*
	        i. Dead Time First Assessment - No Labor
	        ii. Dead Time First Assessment - Labor Ongoing
	        iii. Died During Labor - After First Assessment
	        iv. Unknown Time of Fetal Death
	 2. **Autopsy/Histological Placental Examination:**
	     a. **Was an Autopsy Performed: Use drop down box to make selection** *(required field)*
	        i. Blank
	        ii. Yes
	        iii. No
	        iv. Planned
	
	     b. **Was a Histological Placental Examination Performed? Use drop down**

	box to make selection *(required field)*
	i. Blank
	ii. Yes
	iii. No
	iv. Planned
	c. **Was Autopsy or Histological Placental Examination Results Used in Determining the Cause of Fetal Death?** *(required field)*
	v. Blank
	vi. Yes
	vii. No
	viii. Unknown
Save Save & Validate	**3.** **Save** or **Save and Validate**
← →	**4.** **Proceed to Medical Info 1 by using arrows or select**
Tips and Notes	
More Info	

Medical Info 1 Page

Procedure	Medical Data: Medical Info 1 Page
Introduction	Use these steps to enter and complete the Medical Info 1 Data in the **Medical** section of IFDRS.

Steps to Follow	1. **Mothers Health Information:**
	    a. **Did mother receive WIC food for herself because she was pregnant with this child?:** Drop down Box *(required field)*
	        i. Yes
	        ii. No
	        iii. Unknown
	    b. **Mother's Height (Feet : Inches):** *(required field)*
	    c. **Mother's Weight Pre-pregnancy (Pounds):** *(required field)*
	    d. **Mother's Weight at Delivery (Pounds):** *(required field)*
	
	2. **Pregnancy History:**
	    a. **Live Births now living:** Enter number **,** if none please enter zero (0) *(required field)*
	    b. **Date of Last Live Birth:** MM/YYYY
	    c. **Live Births Now Dead:** Enter number **,** if none please enter zero (0) *(required field)*
	    d. **Number of Other Pregnancy Outcomes:** Enter number **,** if none please

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Save Save & Validate

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enter zero (0) *(required field)*

    e. **Date of Last Other Pregnancy Outcome:** MM/YYYY

3. **Prenatal Care**
    a. **Prenatal Care?**
        i. Yes
        ii. No
        iii. Unknown
    b. **Date of First Visit (MM/DD/YYYY)** *(required field)*
    c. **Date of Last Visit (MM/DD/YYYY)** *(required field)*
    d. **Total Number of Prenatal Visits For This Pregnancy:** *(required field)*
    f. **Date Last Normal Menses began: (MM/DD/YYYY)** *(required field)*

4. **Save** or **Save and Validate**

5. **Proceed to Medical Info 2 by using arrows or select tab.**

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<td>**Tips and Notes**</td>
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<td>**More Info**</td>
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Medical Info 2 Page

Procedure	Medical Data: Medical Info 2 Page
Introduction	Use these steps to enter and complete the Medical Info 2 Data in the **Medical** section of IFDRS.

Steps to Follow	1. **Cigarette Smoking Before and During Pregnancy:** Please complete either the Cigs per Day or the Pack per Day for each of the below time periods. If none, please enter <0>.
	    a. **Three Months Before-** *(Can override)*
	    b. **First Three Months-** *(Can override)*
	    c. **Second Three Months-** *(Can override)*
	    d. **Third Trimester -** *(Can override)*
	
	2. **Mother Transfer Information:**
	    a. **Was mother transferred for maternal, medical, or fetal indicators?:** *(required field)*
	       i. Yes
	      ii. No
	    b. **Name of Facility:**
	
	3. **Save** or **Save and Validate**
	
	4. **Proceed to Medical Info 2 by using arrows or select tab.**

Tips and Notes	
More Info	

Risk Factors Page

Procedure	Medical Data: Risk Factors Page
Introduction	Use these steps to enter and complete the Risk Factors Data in the **Medical** section of IFDRS. At least one selection is required.

Steps to Follow	1. **Risk Factors in this Pregnancy:** *(Check all that apply)*
	   a. None
	   b. Diabetes
	      i. Pre-pregnancy (Diagnosis prior to this pregnancy)
	      ii. Gestational (Diagnosis in this pregnancy)
	   c. **Hypertension**
	      i. Pre-pregnancy
	      ii. Gestational (PIH, preeclampsia)
	      iii. Eclampsia
	   d. Previous preterm birth
	   e. Other previous poor pregnancy outcome (Includes perinatal, small-for-gestational age/intrauterine growth restricted birth)
	      i. Fertility-enhancing drugs, Artificial insemination or Intrauterine insemination
	      ii. Assisted Reproductive Technology (e.g., in vitro, fertilization

	(IVF), gamete intrafallopian transfer(GIFT)
	f. Mother had a previous caesarian delivery
	i. If checked, how many previous caesarian deliveries?
	g. Unknown
Save Save & Validate	**2.** **Save** or **Save and Validate**
← →	**3.** **Proceed to Infections by using arrows or select tab.**
Tips and Notes	
More Info	

Infections Page

Procedure	Medical Data: Infections Page
Introduction	Use these steps to enter and complete the Infections Data in the **Medical** section of IFDRS.

Steps to Follow	1. Infections: Present and/or Treated During this Pregnancy *(Check all that apply, at least one is required)*
	    a. 00. None
	    b. 01. Gonorrhea
	    c. 02. Syphilis
	    d. 03: Chlamydia
	    e. 04: Listeria
	    f. 05: Group B Streptococcus
	    g. 06: Cytomegalovirus

	h. 07: Parvovirus
	i. 08: Toxoplasmosis
	j. 09: Other
	i. Specify: It other is selected please complete.
	k. 99: Unknown
	2. Syphilis Test **:**
	a. Was a Standard Licensed Diagnostic test for Syphilis performed for the Mother? *(Select from drop down box)*
	i. Yes : Go to step b
	ii. No : go to step C
	iii. Unknown
	b. **Test Given During Pregnancy or At Delivery?** *(Select from drop down box)*
	i. During Pregnancy
	ii. Time of Delivery
	iii. Unknown
	c. If Test NOT given, Specify Reason:
	i. Mother Refusal
	ii. Syphilis Status Known
	iii. Insurance would not pay
	iv. Other (Please specify)
	v. Unknown
	3. HIV Test**:**
	a. Was a Standard Licensed Diagnostic test for HIV performed for the Mother? *(Select from drop down box)*
	vi. Yes : Go to step b
	vii. No : go to step C
	viii. Unknown
	b. **Test Given During Pregnancy or At Delivery?**
	i. During Pregnancy
	ii. Time of Delivery
	iii. Unknown
	c. If Test NOT given, Specify Reason:
	i. Mother Refusal
	ii. HIV Status Known
	iii. Insurance would not pay
	iv. Other (Please specify)
	v. Unknown
	4. **Save** or **Save and Validate**
	5. **Proceed to Method of Delivery by using arrows or select tab.**
Tips and Notes	
More Info	

Method of Delivery Page

Procedure	Medical Data: Method of Delivery Page
Introduction	Use these steps to enter and complete the Method of Delivery Data in the **Medical** section of IFDRS.

Steps to Follow	1. Method of Delivery *(Check all that apply, at least one is required)*
	   a. Was delivery with forceps attempted but unsuccessful: (Select from drop down box)
	      i. Yes
	      ii. No
	      iii. Unknown
	   b. Was delivery with vacuum extraction attempted but unsuccessful: (Select from drop down box)
	      iv. Yes
	      v. No
	      vi. Unknown
	   c. Fetal Presentation at birth:
	      i. Cephalic
	      ii. Breech
	      iii. Other (If other is selected, complete data in Other Box)
	   d. Final route and method of delivery:
	      i. Vaginal/Spontaneous
	      ii. Vaginal/Forceps

	iii. Vaginal/Vacuum
	         iv. Cesarean (If Cesarean selected, complete next question)
	         v. Unknown
	    e. If cesarean, was a trial of labor attempted?
	         i. Yes
	         ii. No
	         iii. Unknown
	    f. Hysterotomy /Hysterectomy
	         i. Yes
	         ii. No
	         iii. Unknown
	
	2. Maternal Morbidity: Complications associated with labor and delivery (Check all that apply)
	    a. 00. None
	    b. 01. Maternal Transfusion
	    c. 02. Third or fourth degree perineal laceration
	    d. 03. Ruptured Uterus
	    e. 04. Unplanned Hysterectomy
	    f. 05. Admission to intensive care unit
	    g. 06. Unplanned operating room procedure following delivery
	
	3. **Save** or **Save and Validate**
	
	4. **Proceed to Congenital Anomalies by using arrows or select tab.**

Tips and Notes	
More Info	

Congenital Anomalies Page

Procedure	Medical Data: Congenital Anomalies
Introduction	Use these steps to enter and complete the Congenital Anomalies Data in the **Medical** section of IFDRS.

Steps to Follow	1. Congenital Anomalies of the Fetus *(Check all that apply, at least one is required)*
	    a. None
	    b. Anencephaly
	    c. Meningomyelocele/Spina Bifida
	    d. Cyanotic congenital heart disease
	    e. Congenital diaphragmatic hernia
	    f. Omphalocele
	    g. Gastroschisis
	    h. Limb induction (excluding congenital amputation and dwarfing syndromes)
	    i. Clift Lip with or without Cleft Palate
	    j. Cleft Palate alone
	    k. Down Syndrome (If selected, please complete Karyotype)
	      i. Karyotype:
	        1. Confirmed
	        2. Pending
	        3. Unknown
	    l. Suspected chromosomal disorder (If selected, please complete Karyotype)
	      i. Karyotype:
	        4. Confirmed
	        5. Pending
	        6. Unknown

Save Save & Validate	**m.** Hypospadias **n.** Unknown 2. **Save** or **Save and Validate:** You must Save and Validate to complete the record so it can be released. Once all Edit / Audits are resolved, please **Save and Validate** again. The status bar will change from Pending to **Resolved**. Fetus Name: BabyX Doe Date of Delivery: 11/10/2010 Mother's Name: Jane, Doe EFDR #: 294 **Record Status** Pending Resolved Released Approved Completed 3. **Proceed to** Release record.
Tips and Notes	
More Info	

Release Record

Procedure	Release Record
Introduction	Use these steps to release a record for Approval. Records must be in Released status before Approval can be completed. You can access records that are Ready to be Released by: 1. Record Actions: From a record that you have just completed and resolved all Medical Data; or

2. From the Home Page / Workflow section under Ready to be Released

If you have records that are Ready for Release, the system will indicate how many. To view these records, click on the arrow and the records will be displayed or hidden.

Select view of the Record you want to release to open the record.

Steps to Follow	1. From the Record Actions Tab on your right select Release.

2. You will be prompted "Are you sure you want to release this record?"

    a. Select OK to release the record; or

    b. Cancel this and return to the record

	3. Once the record has been **released**, it is now available for Approval. Status bar will now reflect **Released**.
Tips and Notes	
More Info	

Queues

Work queues or workflow provide you with a list of records that require action. You can access your workflow in 2 ways.

1. When you first login to the IFDRS you are presented with the Home Page. The Home Page displays records that are active and notifications that are within 30 days. Workflow is listed in 3 separate tabs: **Less than 48 Hours Cremation**, **General,** and **Other Locations** *(if your login is associated with other locations)*.

2. **Less than 48 Hours Cremation:** This tab will show you any records that have been labeled Less than 48 Hours Cremation so you are aware these are in your work queue and work on them first.

3. **General:** This tab will show you all the general records for your location.

4. **Other Locations:** If your login is associated with other locations, this tab will be presented and allows you to view records that are open for other locations.

5. **Queues Tab** provides you access to the General Queue as well as Notification. You can search for certain records using a search function. Access to records by the Queues Tab allows you to see records that are more than 30 days old or have been completed.

General Queues

The General Queue page has 2 sections; Demographic Data and Results.

The Demographic section allows you to select the type of records you would like to see in the Queue Type as well enter specific demographic data to perform searches of data.

The Results section displays the results based on the search criteria entered. When you first access the General Queue, all records for your login/location will be displayed.

Queue Type

You have the option of selecting from several different queue types by selecting a type from the drop down box:
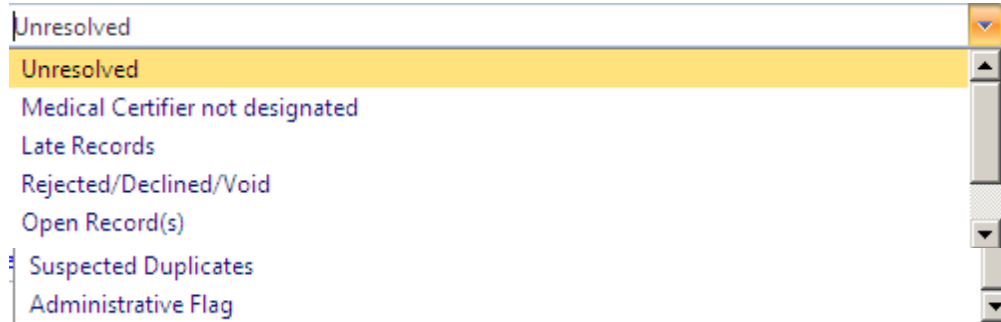
1. **Unresolved:** This queue will provide you a listing of open records for your location.

2. **Medical Certifier not designated:** This queue will provide list of all records where the Medical Certifier has not yet been designated.

3. **Late Records:** This queue will provide a list of all records that have exceeded the limit on the number of days to complete a record.

4. **Rejected/Declined/Void:** This queue will provide a list of all records for your login/location that have been rejected, declined, or voided.

5. **Open Records:** This queue will provide a complete list of all open records for your login/location.

6. **Suspected Duplicates:** This type will provide a listing of all records that are suspected duplicates.

7. **Administrative Flag:**

Queue Results

The Queue Results window displays the results of the specific queue and data requested in the search. The results window has several user friendly features.

1. **Status Column** that provides a quick visual for records that are Approved or Overdue.

2. Ability to **sort** on any column heading.

3. **View** option to open and view a specific record. When you select View, the system will take you into the Demographic and Medical sections of that specific record. To return to the queue, you can use your browsers back button.

4. **# Of Pages** and **# of Records** indicator. This will appear if the record count is greater than 5. It is located at the bottom of the results list and will:

   a. Tell you how many total items and pages there are.

   b. Allow you to go to a specific page by selecting that page number or using arrows to go back and forward.

   c. Allow you to change how many results are displayed on each page

5. **Extract** data from the queue criteria in various formats

   a. Microsoft Excel

   b. PDF

   c. CSV

   d. Microsoft Word

Notification(s) Queue

The Notification(s) Queue page displays any record where a notification has been sent to your login or on a record that is associated to your location. Notifications that are 30 days or less appear on the Home page, you can also view current and past notifications by using the Notification Queue. Notifications are issued when records are updated at specific intervals. Not all notifications require action by you.
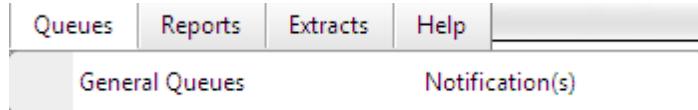
The Notification Queue page is broken down in 2 sections.

1. Search Criteria

2. Results List

Search Criteria

1. You can search by one or more of the following input criteria:
   - **Entered by:**
   - **From Date:** You can enter the date in MM/DD/YYYY format or select from Calendar tool.
   - **To Date:** You can enter the date in MM/DD/YYYY format or select from Calendar tool.
   - **Description:**
   - **Active:** Select from drop down box
     - Blank
     - Yes
     - No

2. Once your search criteria is entered you can select:
   a. Search: A search will be performed based on the input criteria
   b. Reset: Data entered into the search fields will be erased

3. Search Results: Your search results are displayed in the Results Window below the search criteria.

Search Results

Results are displayed in list form showing you the Description, Entered By, and Date for each Notification. The results window has several user friendly features.

1. **View** option to open and view a specific record. When you select View, the system will take you into the Demographic and Medical sections of that specific record. To return to the queue, you can use your browsers back button.

2. **# Of Pages** and **# of Records** indicator. This is located at the bottom of the results list and will:

   a. Tell you how many total items and pages there are.

   b. Allow you to go to a specific page by selecting that page number or using arrows to go back and forward.

   c. Allow you to change how many results are displayed on each page.

3. **Extract** data from the queue criteria in various formats

   a. Microsoft Excel
   b. PDF
   c. CSV
   d. Microsoft Word

4. Refresh and Delete Notifications:

   a. Refresh will update any additions/changes since you last ran the search.

   b. Delete Notifications will delete any Notifications that you have selected with the check box.

Records to be Approved Queue

The Records to be Approved Queue page displays any record where there is an open record is waiting approval by the Local Health Department. Records to be approved also appear on the Home page. This queue is made up of two sections; Records to be Approved and Print Approved Records.
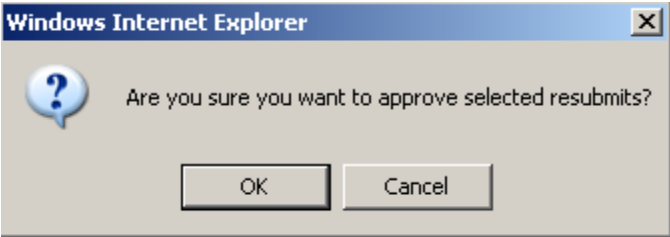
Demographic Resubmits to be Approved Queue

The Demographic Resubmits to be Approved Queue displays any record where there is an open Demographic Resubmit that is waiting approval by the Local Health Department.

Procedure	Demographic Resubmits
Introduction	Demographic Resubmits queue will automatically display all open records that are waiting for approval. You can further narrow down by performing a search. To display the search window, select 'Display Search Options'. The Window is divided into 2 tabs: 　1. Demographic Resubmits to be Approved; and 　2. View Previously Approved Demographic Resubmits Resubmits can either be approved or rejected. You can also view the record.
Steps to Follow	1.　Access **Demographic Resubmits** from the **Queue tab.** 2.　Select record or perform search to locate record. 3.　 View Selected or View: Select one of these to view details of record. 4.　Approve: Select this to approve one or more records that have

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been selected.

Windows Internet Explorer

? Are you sure you want to approve selected resubmits?

[OK]　[Cancel]

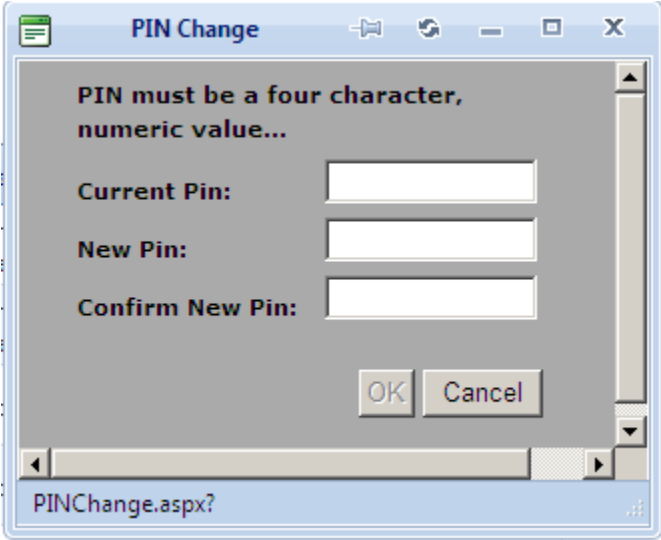5.　Reject: Select this to reject one or more records.

6.　Refresh will refresh the records displayed.

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<tr><td>**Tips and Notes**</td><td></td></tr>
<tr><td>**More Info**</td><td></td></tr>
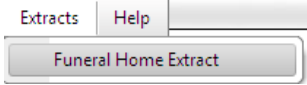</table>

Medical Resubmits to be Approved Queue

The Medical Resubmits to be Approved Queue displays any record where there is an open Medical Resubmit that is waiting approval by the Local Health Department. Records to be approved also appear

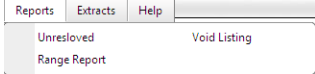| Procedure	Medical Resubmits
Introduction	Declining a record releases a record from your login/location queue and allows another user to access that record.
Steps to Follow	7. **Access** IFDRS
	8. Access the record by selecting from your Workflow or perform a Search to access the record that you will be declining.
	9. From Record Actions Tab, select Decline.
	10. You will be prompted to confirm that you want to decline this record.
	a. Cancel to stop; or
	b. Select Ok to continue. This will remove this record from your queue and return you to the search screen.
Tips and Notes	Once you have declined a record, you can no longer view that record in your queue. The record will be available in the Funeral Director queue as Pending.
More Info	

Change PIN Number

Procedure	Change PIN Number
Introduction	You are assigned a PIN # when you sign up to use the IFDRS. This PIN# acts as your electronic signature. Your PIN# is required when you Certify a Record. You can change this PIN# at anytime.
Steps to Follow	1. **Access** IFDRS 2. Select 'Change PIN Number' from the left side functions, Access 3. Enter your current PIN # 4. Enter your new PIN# 5. Confirm New PIN# 6. Select OK or Cancel
Tips and Notes	
More Info	

Extract

Procedure	**Performing a Local Health Department Extract**
Introduction	This functionality is yet available.
Steps to Follow	1.
Tips and Notes	
More Info	

Reports

Procedure	**Running Reports**
Introduction	This functionality is yet available.
Steps to Follow	1.
Tips and Notes	
More Info	